

STATE OF MISSOURI



Information Technology Advisory Board

May 31, 2006 Meeting Minutes

Attendees:

Gary Lyndaker, ITAB Chair, CIO ITSD/DMH

Paul Wright, ITAB Vice-Chair, CIO ITSD/DESE

Bill Bott & Chris Wilkerson, sitting in for Dan Ross, CIO ITSD

Adams, Steve – ITSD/DSS	Davis, Rob – ITSD/DOLIR	Hodge, Gina – ITSD/DHE	Moeller, Daniel – STO
Beckwith, Rich – House	Dwyer, Tim – MDI	Jobe, Elena – DNR	Renick, Cindy – SAO
Byers, Chip – MOREnet	Falter, Jeff – SEMA	Koenig, Joe – DHSS	Roggero, Jim – OSCA
Clark, Christy – ITSD/DED	Gronauer, Cliff – MSHP	Lloyd, Dan – ITSD/DOC	Tedeschi, Debbie – DOR
Craig, Todd – PSC	Helm, Russell – CMSV	Miller, Mike – MoDOT	Young, Doug – Conservation

Gary Lyndaker called the meeting to order at 8:32 a.m.

PRESENTATIONS/DISCUSSION ITEMS

Introduction – Gary Lyndaker introduced and welcomed the new director at DHSS, Mr. Joe Koenig.

ACTION ITEMS

1. ITAB April 26, 2006 meeting minutes were presented for approval. Steve Adams motioned to approve, Gina Hodge seconded the motion, and the minutes were accepted.

GENERAL BUSINESS

1. CIO Discussion (Bill Bott/Chris Wilkerson provided brief reports in the absence of Dan Ross)

Bill Bott Reported on Several Issues:

- a. **Digital Technology Summit** – The Summit is scheduled for June 15th. Bill reiterated that participation is highly encouraged as the Summit represents a very good opportunity for learning.
- b. **RFP for Electronic Payment** – Requirements are being added to the RFP for electronic payment.
- c. **Consulting Services Contract Awarded** – Bill reported that Rose International swept the Consulting Services Contract categories. Jill can be contacted for a full breakdown of the companies awarded contracts.
- d. **Prime Vendor Contract** – OA is at the front end of the Prime Vendor Contract review.
- e. **ITSD News** –
 - **ITSD Consolidation Kickoff Event** - The Event is scheduled for Friday, June 16, 2006, to be held at the Miller Performing Arts Center, from 9:00 a.m. – 11:00 a.m.
 - **ITSD Teams Formed** - Five teams were kicked off, concentrating on the consolidated departments. Bill noted it is open to non-consolidated agencies as well. He stated there is representation from outside of consolidation and that Conservation and MoDOT had contributed greatly. The teams are in categories of Voice-Over IP, Bandwidth, Disaster Recovery, Financial Management, and Asset Management.

Chris Wilkerson Reported on Several Issues:

- f. **Converged Network RFP** – The Converged Network RFP should be out shortly. A team will be selected to conduct evaluations of the proposals.
- g. **Cell Phones and Blackberries** – As mentioned in previous ITAB meetings, there is an initiative underway to control the number of cell phones, blackberries, and wireless devices used in State government. It has been requested that numbers as of January 2005 and January 2006 be reported in order to see the trend. The State uses four different vendors for these types of devices and services.
- h. **Specialty Codes** - An email went out supplying information regarding the establishment of specialty codes for positions. Chris noted this is a voluntary effort at this point. Possibly the largest benefit from establishing specialty codes would come in a lay-off scenario. Specialty codes give the basis to present an alternative layoff scenario. Chris will send out an electronic copy of the specialty code description.
- i. **Firewall Team** - A Firewall Team was created to rectify firewall issues within OA/ITSD. Equipment serving the firewall is so outdated that service will no longer be available after June; in addition, OA is dealing with capacity issues. Five firewall experts were identified to form the team. Their tasks are to supply documentation needed to send to the architecture teams in order to establish standards for the firewall, and to remedy the current firewall situation in OA/ITSD. The Firewall Team has finished the first phase and given a solution for OA/ITSD to establish the architectural standards for firewall.
- j. **Data Warehouse Team** - Gary Lyndaker is chairing this team. As with the Firewall Team, this team will establish architectural standards for data warehousing environment. The group has recently scheduled its first meeting.
- k. **Director Positions in OA/ITSD** - Announcements were sent out advising of the four director position openings that fall under Chris in the infrastructure area. Those positions close May 31, 2006. There are several applicants for each of the four available positions. Interviews will be conducted shortly.

2. ITAB Chair Items (Gary Lyndaker, ITSD-DMH, CIO)

- a. Gary reminded the ITAB group that the ARC is in need of two volunteers to serve on the committee. He stated this is an important committee to be aware of and to be involved in. Gary instructed anyone interested in serving on the ARC to contact Ron Thomas or himself.

ITAB COMMITTEE UPDATES

1. **Architecture Review Committee (Ron Thomas)** – Three artifacts were approved at the last ARC meeting. Under the Information Domain, approval was given on the compliance component on latitude and longitude data element standard. Within the Interface Domain, Internet Explorer Developer Toolbar, W3C Quality Assurance Tools, and one compliance component under multi-media was approved. Ron made note that an agency under audit recently came to them and it was pointed out that under infrastructure on PC life cycle, reference was made to a 4-year replacement period. That information is being refreshed to reflect the current trend.
 - **Systems Management Domain Committee (Tim Dwyer)** – The System Management Domain committee has been meeting regularly and is nearing completion of several Discipline documents. Two or three Discipline blueprints should be ready for the ARC's review within the next few weeks.
 - **Security Domain Committee (Lori Kleckner)** – Lori reported their office was not able to send a representative to attend the May meeting and noted that they will have a number of documents to present at the next meeting. Some of the documents include an updated personnel security technology area report, background screenings, and disciplinary actions. Lori also noted that the technology area under HIPAA security planning was updated.
2. **Digital Media Developers Committee (Kevin Lanahan/Bobbie Koelling)** – Bobbie reported the DMD put together a sub-committee for the Brown University Study. She noted there is a new State home page for which OA is awaiting approval. She also told the group that any assistance to help in asp.net or with the web is needed.
3. **MOTEC Update (Jeff Falter/Laura Mertens)** – Reports were emailed to the ITAB prior to meeting.
4. **Personnel Committee (Chris Wilkerson)** – No report
5. **Project Management Standing Committee (Paul Wright/Tom Stokes)** – Paul reported on the following:
 - **Executive Overview** – Cabinet members and their deputies are being advised about project management and State activities. Teams will be giving 20–30 minute presentations to cabinet members.
 - **Re-Certification** – An application is in place on the intranet that will allow people to input their PMDU activity information on line. Go to the CIO intranet and look for a link called "MPM Certification" on the left hand side to access the application.
 - **Levels of Projects** – Efforts are underway with a new project which will go through a step by step process to identify the type of project one has, and subsequently assist in determining the type of documentation and/or other information one should have available for that level.
 - **New Chair for PMSC** – Paul reminded the ITAB that Steve Adams will be taking over as the new chair of the PMSC in the month of June. Gary thanked Paul for his tenure of leadership of the PMSC.
6. **Missouri Network Management Steering Committee (Phil Reed)** – No report (on hold status)
7. **User Group Coordination (Jeff Falter/Debbie Tedeschi)** – No report
8. **Internet/MOREnet Update (Chip Byers)** – Written reports were emailed to the ITAB group earlier in the week.
9. **Statewide Purchasing Update (Gary Eggen)** – FY06 purchases are being wrapped up and new contracts are being set up.
10. **Technology Services Update (Gail Wekenborg)** – No report
11. **MO GIS Advisory Council/GIO Update (Ryan Lanclos/Jeff Falter)** – Jeff reported that the committee co-sponsored the Mid-America Jazz Conference in Kansas City and the event had very good attendance.

OPEN DISCUSSION

1. **Teams** - Chris Wilkerson requested that Bill Bott review with the group how ITSD teams he spoke of earlier in the meeting were put together. Bill reported that numerous IT Directors were called to meet to identify and discuss topics/tasks to be completed in this term. A list of 127 different projects which were categorized into more general categories, then narrowed down to 30 projects. Those 30 projects were prioritized and narrowed down to the top 6 priorities. A conscious decision was made for an IT Director to chair each of the teams. Information will be up on the internet site and there will be updates on progress of the teams each week.
2. **Content Management** – Chris stated content management is another initiative in need of attention. He stressed the importance of ensuring it is understood exactly what content management is and what the capabilities are, so that guidelines can be established in this area. He stated this is an educational tool for business folks that we support.
3. **IT Classifications** – Chris referenced a backlog of IT classification issues and stated that the Personnel Committee will be getting involved with this. Multiple specialties across IT will be one of the areas researched.
4. **Gail Wekenborg Retirement** – Gail is retiring from State government after 42 years of service. Gail has requested no large retirement ceremony. Chris encouraged everyone to drop a card or write a note to wish her well with her retirement which begins at the end of June.

REVIEW OF ACTION ITEMS

None specific

Cliff Gronauer made the motion to adjourn, Gina Hodge seconded, and the meeting was adjourned.

NEXT MEETING

The next ITAB meeting is scheduled for **Wednesday, June 28, 2006 at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

DRAFT